

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #15-069**

OPENING DATE: 02 Jun 15 **CLOSING DATE:** 16 Jun 15 **AGENCY:** 5705 **PIN:** 0735

POSITION: INSTRUCTOR

STARTING SALARY: \$38,915.74

LOCATION OF POSITION: Youth ChalleNGe Academy, Bldg. 80, Camp Shelby Joint Forces Training Center,
Camp Shelby, MS 39407-5500

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office
Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.
APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

***SPECIAL CONDITION:** MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

1. EMPLOYEES IN THESE POSITIONS WILL UNDERGO AN EXTENSIVE BACKGROUND CHECK. THE DATA MAY BE USED AS PART OF A REVIEW PROCESS TO EVALUATE ELIGIBILITY FOR CONTINUED EMPLOYMENT

2. Master's Degree with a current Class AA teaching certificate. PROOF OF EDUCATION WITH COPY OF TRANSCRIPT OR DIPLOMA AND CLASS A TEACHING CERTIFICATE MUST BE SUBMITTED WITH APPLICATION

OR

Bachelor's Degree with a current Class A teaching certificate and two (2) years of classroom teaching experience in elementary, secondary or adult education program **OR** Two (2) years experience as a Youth ChalleNGe cadre may substitute for the two years of classroom teaching experience. **PROOF OF EDUCATION WITH COPY OF TRANSCRIPT OR DIPLOMA AND CLASS A TEACHING CERTIFICATE MUST BE SUBMITTED WITH APPLICATION.**

- 3.** Ability to evaluate the student, to select behavioral objectives to meet the student's needs, to guide and direct the student with the correct training and educational development.
- 4.** Ability to maintain effective working relationships with staff and students.
- 5.** Desirable Qualifications: Active Mississippi National Guard/Reserves membership or retired (20 years) US Armed Forces, National Guard or Reserves.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

- 1.** Prepares and presents lessons to the Youth ChalleNGe Cadets exercising personal judgment to determine the most effective methods.
- 2.** Gives pre-examination instructions to students; administers examinations and monitors students while testing is in progress; grades and interprets results of examinations.
- 3.** Maintains cadet's records; counsels individual cadet's regarding their progress.
- 4.** Recommends improvements for curriculum materials, instructional objectives, facilities, and any other operation of the Youth ChalleNGe education program.
- 5.** Coordinates with co-workers in developing workable class schedules.
- 6.** Coordinates with co-workers in maintaining a classroom environment conducive to learning.
- 7.** Coordinates with co-workers in evaluating students to examine their interests and identify educational, vocational, recreational aptitudes.
- 8.** Perform other duties as assigned or as directed.

AREA OF CONSIDERATION: OPEN COMPETITIVE

AGO Form 14-R (Revised 1 Oct 14)

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SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14), MS MILITARY DEPARTMENT AND AGO Form 82-2R, dated 2 Jul 14.** Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website: www.ms.ng.mil, or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Active Mississippi National Guard membership or retired (20 years) US Armed Forces, National Guard or Reserves is desired.

INCUMBENTS ARE SCHEDULED TO WORK FOR 212 DAYS PER CALENDAR YEAR.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND CHECK.